



Agenda Item Form

Agenda Date: JULY 27 2004

Districts Affected: All

Dept. Head/Contact Information: Byron E. Johnson

Type of Agenda Item:

- | | | |
|----------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input checked="" type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☒ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

- ☐ Legal Review Required Attorney Assigned (please scroll down): None ☐ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

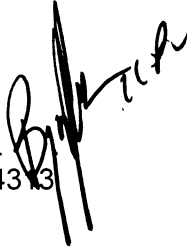
Performance Auditing Services for delinquent Tx Collection Contract Revised

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Statutory or Citizen Concerns:

Departmental Concerns:

*
DATE: July 20, 2004
TO: Municipal Clerk
FROM: Byron E. Johnson, C.P.M.
Director of Purchasing x 4343
THRU: Aurora Wells
Interim Bid Clerk ext. 4038



Please place the following item on the **CONSENT** agenda for the Council Meeting of **JULY 27, 2004.**

Item should read as follows:

Bid No.:	2004-205R	Performance Auditing Services for Delinquent Tax Collection Service Contract
Award to:	Marcus, Fairall, Bristol + Co. LLP El Paso, TX	
Item (s):	All	
Amount:	\$35,000.00	
Department:	Office of Management & Budget	
Funds available:	99011273-01101-505413 Operating Funds-Special Items	
Funding source:	Office of Management & Budget	
Total award:	\$35,000.00	
District (s):	All	

The review committee for the Award of Performance Auditing Services For Delinquent Tax Collection has met and reviewed the responsive Proposals that were received. It is the recommendation of the committee to award the RFP to this firm. The proposal response addressed the scope and intent of the RFP.

Additionally, random companies were selected from the list that had expressed interest in the RFP to determine why they did not submit responses. Most companies declined to submit a proposal.

Additionally, it is requested authorization for City staff to negotiate, City Attorney's Office to review, and the Mayor be authorized to execute any related contract documents and agreements necessary during the contract.

Contact person: Ray Heredia, Procurement Analyst at 541-4316.

AGENDA FOR: **JULY 27, 2004.**

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PROJECT FORM

DATE: APRIL 21, 2004

PROJECT: PERFORMANCE AUDITING SERVICES FOR DELINQUENT TAX COLLECTION
SERVICE CONTRACT
BID NO.: 2004-205R DEPARTMENT: OFFICE OF MANAGEMENT & BUDGET
BUDGET No.: 99011273-01101-505413 OPERATING FUNDS – SPECIAL ITEMS
FUNDING SOURCE: OFFICE OF MANAGEMENT & BUDGET
DISTRICT(S): ALL

RECOMMENDATION: VENDOR #1: Marcus, Fairall, Bristol & Co. LLP
EL PASO TX
ITEMS ALL
TOTAL AWARD: \$35,000.00

The review committee for the Award of Performance Auditing Services For Delinquent Tax Collection has met and reviewed the responsive Proposals that were received. It is the recommendation of the committee to award the RFP to this firm. The proposal response addressed the scope and intent of the RFP.

Additionally, random companies were selected from the list that had expressed interest in the RFP to determine why they did not submit responses. Most companies declined to submit a proposal.

Additionally, it is requested authorization for City staff to negotiate, City Attorney's Office to review, and the Mayor be authorized to execute any related contract documents and agreements necessary during the contract.

BIDS SOLICITED 42
BIDS LOCALS 15
BIDS RECEIVED 02
BIDS SVCS 06
"NO BIDS" RECEIVED 02

CURRENT TAXES PAID _____

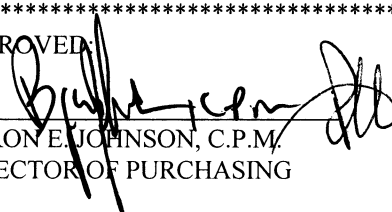
OUT-OF-TOWN _____

TOTAL RECOMMENDED AWARDS: \$35,000.00.

COUNCIL: APPROVED__ REJECTED__ CITY CLERK__

APPROVED

COUNCIL MEETING OF JULY 27, 2004


BYRON E. JOHNSON, C.P.M.
DIRECTOR OF PURCHASING

Consent Agenda for July 27, 2004

BID NO.: 2004-205R Performance Auditing Services for
Delinquent Tax Collection Service Contract

Award to: Marcus, Fairall, Bristol & Company, LLP
El Paso, TX

Item No. All

Award Amount 35,000.00

This is a one-time contract

Department: Office of Management and Budget

Funds available: 99011273-01101-505413

Funding source: Office of Management & Budget – Operating Funds
Special Items

Total Award: \$35,000.00

District(s): All

City of El Paso

Committee Evaluation Form

Proposal: To provide Performance Auditing Svcs to Delinquent Tax collection Svcs contract

EVALUATION FACTORS	Lauterbach, Borschow & Company, P.C.	Marcus, Fairall, Bristol & Co., LLP
<u>1.Mandatory Elements</u>		
The firm licensed in the State of Texas	Yes	Yes
The firm has no conflict of interest with regard to any other work performed by the firm for the City of El Paso, Texas or the firm to be reviewed	None	None
The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal	Yes	Yes
Firms that do not submit a work plan will be considered non-responsive.	Work Plan Included	Work Plan Included
<u>2.Techincal Quality:(Maximum Points-70)</u>		
<u>A. Expertise and Experience</u>		
1.) The firm's past experience and performance on comparable government contracts (35)	35	32
2.) The quality of the firm's professional personnel to be assigned to the contract (15)	13	14
and the quality of the firm's management support personnel to be available for technical consultation		
and the work plan.		
3.) The firm is a company that operates as a business in the City of El Paso, is a El Paso local business entity or is subcontracting a portion or portions of the work to companies in the City of El Paso		
(0-20 points maxin	20	20
<u>3.) Price:(maximum points-30)</u>	27	30
-		
Base Cost	\$ 24,850.00	25,260.00
Section IIE	3,600.00	2,000.00
	550.00	-
Total Cost Proposed	\$ 29,000.00	\$ 27,260.00
Total Points	95	96
Rank	2	1

Reviewer: William Chapman

Date

7/16/04

City of El Paso

Committee Evaluation Form

Proposal: To provide Performance Auditing Svcs to Delinquent Tax collection Svcs contract

EVALUATION FACTORS	Lauterbach, Borschow & Company, P.C.	Marcus, Fairall, Bristol & Co., LLP
1.Mandatory Elements		
The firm licensed in the State of Texas	Yes	Yes
The firm has no conflict of interest with regard to any other work performed by the firm for the City of El Paso, Texas or the firm to be reviewed	None	None
The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal	Yes	Yes
Firms that do not submit a work plan will be considered non-responsive.	Work Plan Included	Work Plan Included
2.Techincal Quality:(Maximum Points-70)		
A. Expertise and Experience		
1.) The firm's past experience and performance on comparable government contracts (35)	35	30
2.) The quality of the firm's professional personnel to be assigned to the contract (15)	12	14
and the quality of the firm's management support personnel to be available for technical consultation and the work plan.		
3.) The firm is a company that operates as a business in the City of El Paso, is a El Paso local business entity or is subcontracting a portion or portions of the work to companies in the City of El Paso		
(0-20 points maxin	20	20
3.) Price:(maximum points-30)	25	30
-		
Base Cost	\$ 24,850.00	25,260.00
Section IIE	3,600.00	2,000.00
	550.00	-
Total Cost Proposed	\$ 29,000.00	\$ 27,260.00
Total Points	92	94
Rank	2	1

Carmen Arrieta-Candelaria 7/16/04 —
 Reviewer: Carmen Arrieta-Candelaria Date

City of El Paso, Texas Request for Proposal # 2004 - 205R
(continued):

Planned Work Program based on Scope of work in RFP

Scope of Work:

1. Determine the method that the City refers the delinquent taxpayer to the contractor and what time frame this occurs.
 - a. When delinquent
 - b. When does the City tax collector file an application for tax warrant
 - c. When does bankruptcy trigger the delinquent tax turned over to contractor
2. Reimbursement of expenses of contractor by City
 - a. Expenses for filing law suit
3. Determine the process contractor uses to notify City of errors and double assessments and how these errors and other discrepancies are accounted for by contractor
4. Examine monthly reports to the City for payment of services.
 - a. 15% of the collection of all taxes, penalties and interest
5. Determine the process that demolition liens are referred to the contractor and the accountability of these cases by the contractor.
 - a. City pays 25% of the amount of the demolition lien.
 - b. Determine the billing system for these services by the contractor.
6. Determine sample size of accounts to be examined based on total accounts referred to contractor during period being examined. Based on sample size, apply analytical procedures and statistical sampling software to choose accounts to be examined further.
7. Review accounts selected above, and compare to monthly reports that the contractor submits to the Tax Assessor Collector to determine accuracy, timely reporting and acceptance by the City for:
 - a. Lawsuit activity
 - b. Tax sale activity
 - c. Bankruptcy activity
 - d. Delinquent notices sent and the number of parcels affected
 - e. Major impact report for lawsuits more than \$50,000
 - f. List of accounts with executed tax warrants and amount of delinquent taxes.
8. Internal control procedures that ensure accuracy in reporting above activities
9. Internal control procedures for receiving and paying taxes collected to the City of El Paso
 - a. Tax sale activity
 - b. Bankruptcy activities
 - c. Delinquent activities
 - d. Major impact activities
 - e. Lawsuit activities
 - f. Warrant activities
10. Determine if contractor ages the accounts for the above activities. If not, what process would be necessary to do it.
11. Analyze how statistics gathered for each of these activities.
 - a. Does the contractor maintain a case log to determine the statistics.

**City of El Paso, Texas Request for Proposal # 2004 - 205R
(continued):**

**Planned Work Program based on Scope of work in RFP
Scope of Work:**

12. From above data gathered, prepare reports required by RFP to include:
 - a. Case log report by total number of cases filed annually, as well as number disposed by settlement, litigation, probate, foreclosure, and other methods.
 - b. Delinquent taxes assigned annually including subcategories showing methods used for collecting taxes.
 - c. Aging report by taxing entity summarized by categories and age of liability.
 - d. Revenue report to show total revenue generated under contract and including both gross and net revenues.
 - e. Report on demolition liens in an aging schedule and to include amounts, collections and actions taken.
 - f. Collection time report to show amount of time taken to collect the money broken down by major categories and methods.
13. We will then analyze the contract that is the subject of this RFP (# 2000-027) and report on the contract performance measures and goals versus the actual outcomes delivered under the contract.

Time Estimates and Start and Completion Dates:

We expect to follow as closely as possible, the following timeline:

Entrance conference	August 1, 2004 or as soon thereafter as possible
Planning	10 hours to be completed by August 10, 2004
Fieldwork	250 hours to be completed by September 17, 2004
Reporting	10 hours to be completed by September 20, 2004
Delivery of Draft report	On or before September 25, 2004
Delivery of Final report	On or before September 30, 2004
Exit Conference	On or before September 30, 2004